

# Staff Organization With Online Tools

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**Wiggio**  
[www.wiggio.com](http://www.wiggio.com)

This all-in-one solution features a calendar system, file sharing, messaging, online meetings, links and more.

Use for: complete staff organization, collaboration, sharing, social networking



**Google Groups, Docs, Apps, Mail**  
[www.google.com](http://www.google.com)

Google has a variety of free tools that can be used together to meet your staff's needs. Groups is a great stop for discussions and sharing files. Docs allows you to create, share, collaborate and download word processing, spreadsheet and presentation files. Apps can interface with your Web site. Mail is simply e-mail access.

Use for: complete staff organization, collaboration, sharing



**Flickr**  
[www.flickr.com](http://www.flickr.com)

There are many photo sharing Web sites, but Flickr is one of the easiest to use. Upload all of your staff photos, mark them as public or private, tag them, organize them in sets, and share them with the world.

Use for: photo organization, sharing  
Similar options: SmugMug, Picasa, Snapfish, PhotoReflect



**Scribd**  
[www.scribd.com](http://www.scribd.com)

On this site, upload word processing, spreadsheet, pdf, and presentation documents. Download them for use later, or embed them in other sites.

Use for: document organization, sharing



**Issuu**  
[www.issuu.com](http://www.issuu.com)

On this site, upload word processing, spreadsheet, pdf, and presentation documents. Download them for use later, or embed them in other sites.

Use for: document organization, sharing



**Delicious**  
[www.delicious.com](http://www.delicious.com)

Social bookmarking allows you to keep a list of your favorite Web sites that you can access from anywhere. You can also share them with other members of your staff.

Use for: source organization, collaboration, sharing

## What Is This?

You have a million staff members working on a million different documents on multiple publications in and outside of school. How do you keep up? Try these tools that can keep you organized and sane.

## Check Us Out

We have created a Delicious account with links to all the sites here and much more:

[www.delicious.com/JJTechnoNerdTips](http://www.delicious.com/JJTechnoNerdTips)



## A Few More...

There are many other sites that can help your staff stay organized.

### wikispaces.com

A wiki lets you upload documents and share information with your entire staff. Anyone with access can edit the information, keeping only the most up-to-date data displayed.

### voicethread.com

If you would like comments about documents, photos or videos your staff creates, VoiceThread is a great place to upload your file and gather comments. Users can either type, talk, or videotape what they think about it.

### facebook.com

Lots of people use Facebook. If your whole staff is on the site, you can create a private group to share information, reminders, and files.